

Create Non-Person Profiles like a pro with new resources

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October 26, 2015 by [Employee Services](#) [2]

As you may remember from HCM Campus Workshops, Non-Person Profiles will play a big role in your future workflow. We've published new resources to help you build them!

Thanks to better integration, HCM sends Non-Person Profiles data (job competencies, duty statements and minimum qualifications) to populate CU Careers requisitions. Upon selecting a candidate, CU Careers sends employee information, such as their name and address, back to HCM to complete the hiring process.

This flow of information depends on accurate, thorough Non-Person profiles. Under the [Create/Modify a Position](#) [3] section of the [HCM Community website](#) [4], you'll find step-by-step guides for creating [Classified Staff](#) [5], [University Staff](#) [6], [Faculty](#) [7] and [Student/Temporary positions](#) [8] as well as new resources for building Non-Person Profiles.

Toward the bottom of the page, you'll find lists of Job Competency codes, minimum qualifications and duties, and a [Competency Reference Guide](#) [9] that breaks down job family naming configurations and adding information to Non-Person Profiles.

We'll flesh out this section as more guides become available. Think something should be added to the site? [Fill out this form](#) [10]!

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